

# Passive System Maintenance Checklist: basins, berms & earthworks

## Twice Yearly Inspection (before monsoon & winter rains)

### Collection System:

- Ensure inflow system is free of debris:
  - If have gutters, clean and remove debris from gutters and downspouts so water flows properly during rainfall event.
  - Clean inflow to basins, remove any debris/sediment blocking water from flowing into basin.

### Earthworks:

- Inspect basins:
  - Look for signs of erosion, especially near inlet and outlet.
    - Consider adding rocks (~6" diameter) to stabilize.
  - Add mulch to basins if needed. Mulch will help with weed control.
  - Keep basins weed-free to maximize infiltration.

## Annual Inspection

### Collection System:

- Roof: water flows and drains as intended

### Earthworks:

- Remove any obstructions (debris, rocks, sediment, weeds) from Inlet, outlet and infiltration basin.
- Remove invasive plant species from earthworks.
- Ensure berms & basins are intact. Rebuild berms and basin walls if necessary.
- If basin infiltration is slowing, inspect for fine sediments and remove from bottom of basin if necessary.

## Every 2-4 years

- Remove fine sediments from inlet, outlet and infiltration basin.
- Ensure that the ground/ soil level at the bottom of the infiltration basin is lower than the level of the inlet.
- Improve soil health by adding organic matter to the infiltration basin.
- Clear overhanging vegetation and trees over roof surface and always use best pruning practice.
  - For best pruning practice, please visit: [LANDSCAPE MAINTENANCE MANUAL](#).



# Active System Maintenance Checklist: tanks & cisterns

## Quarterly Inspection

### Storage Tank:

- Check all pipe fittings for leaks.
- Routine mosquito prevention treatment:
  - Examine all screens and seals. Repair any openings.
  - Use biological or chemical products that are harmless to other living creatures and plant life (e.g. Mosquito Dunks).

## Twice Yearly Inspection (before monsoon & winter rains)

### Collection System:

- Ensure inflow system is free of debris:
  - Clean and remove debris from gutters, downspouts, and inflow pipe so water flows properly during rainfall event.
  - Clean first flush diverters (after every rain event).
- Check adequate outflow/overflow:
  - Visually inspect that overflow spout is clear of debris.
    - Best practice: Overflow should be used as a resource and directed to a basin for beneficial use to water vegetation.
    - Tank overflow or site runoff should not compromise the tank or property foundation. Tank overflow should be 10' from foundation.

## Annual Inspection

### Collection System:

- Roof: water flows and drains as intended
- Gutters and pipes: sized for maximum water capture

### Storage Tank:

- Inspect tank/cistern and pipes for cracks or leakage.
- Inspect and clean storage tank lids:

- Replace vents and screens on inflow and outflow spigots as needed.
- Check mosquito screens: replace, patch holes or gaps immediately.

- Inspect condition of overflow pipes, overflow filter path, and/or secondary runoff reduction practices; keep free of any debris.
- Replace any damaged or defective system components.
- Check there is adequate access to the tank and its interior.
  - Ensure you have enough space to visually inspect the exterior of the tank and allow adequate space for any potential repairs.
  - Ensure you have adequate access to get inside the tank for inspection, cleaning, or repair.

### Power Supply:

- For pressurized/ pump systems, schedule required yearly backflow inspection by a certified backflow professional.
- If applicable, check power supply; ensure pump and electrical system working properly.

## Every 2-4 years

- Inspect tanks for sediment buildup.
  - May require blowdown to remove sediment from bottom of tank.
- Clear overhanging vegetation and trees over roof surface and always use best pruning practice.
  - For best pruning practice, please visit: [LANDSCAPE MAINTENANCE MANUAL](#).
- Protect plastic cisterns and exposed piping from UV radiation:
  - Touch-up/re-paint exposed pipe.

